Importation of Musicians Grant

Purpose

The funding category is designed to:
- ■ Enable South Dakota orchestras to import musicians that are not available within their own community to improve the quality of a performance season.

Eligible

Nonprofit symphony orchestras designated as federally tax-exempt under the IRS Section 501(c)(3), units of government, or nonprofit educational institutions. Organizations not meeting this requirement may apply under the auspices of a qualifying organization, which then becomes responsible for all fiscal and contractual arrangements.

Ineligible

Recipients of Arts Challenge Grants, Project Grants and Small Organization Season Support Grants are not eligible to apply for Importation of Musicians Grants.

Deadline

All materials must be postmarked by March 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in May for the fiscal year starting July 1.

Grant Amount

No more than 50% of the total musician importation costs may be requested from the Arts Council. Grants must be matched at least dollar for dollar. A strong cash commitment by the applicant is encouraged. Funds may be requested as needed throughout the fiscal year. The final payment (10% of grant) will be made upon receipt of the evaluation.

Criteria for Awarding Grants

Applications are reviewed by arts discipline panels and the Council with consideration given to:
- ■ Complete description of project.
- ■ Quality within the art form.
- ■ Contribution to overall quality of the arts in applicant's region.
- ■ Organizational and fiscal management: ability to carry out proposed activity.
- ■ Indication of need for the project.
- ■ Realistic budget showing cash support from other public and private sources.

Application Procedure

Applicants must submit the following materials:
1. **Application**. One signed copy of the application form, Pages 111-113.
   - ● Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17.
   - ● A summary of the applicant's concert season and intended use of grant funds must be included in the space provided.
2. **Budget & Imported Musician Information**. Page 2 of the application form. The budget is for only those expenses related to musicians hired to enhance the orchestra, not the entire season. **Ineligible expenses include guest artists, judges and musicians residing in the applicant's community.** Include a list of imported musicians, their address (city only), instruments, fees and number of services on the page. If additional space is needed continue on another single-side page and include it with the application.

3. **Applicant Description**. A brief (one page) description of the applicant organizations, background, purpose and programming. Add the single-side page to the application.
4. **Biography**. Conductor's biography or resume not to exceed five single-side pages. (Biographies or resumes are not needed for the musicians.) Add the page(s) to the application.
5. **Supporting Print Materials**. Up to five single-side pages of supporting print materials may be submitted; i.e. newspaper articles and reviews, letters of support, etc. Use only 8 1/2" x 11" standard-sized pages. Legal-sized pages will not be accepted. Add these pages to the application.
6. **Program Brochures**. Two copies each of up to five program brochures or equivalent documentation.
7. **Artistic Documentation**. Examples of applicant's artistic work via manuscript, CD, VHS, DVD or audio cassette. See pages 8-11 for list of documentation guidelines.
8. **Return Mailer**. A self-addressed mailer with postage for return of artistic documentation. Applicants may also pick up documentation at the SDAC office within 30 days after the grant announcements.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide to Grants*. Evaluations are due 30 days from the ending date of the Importation of Musicians season. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting, and financial report that includes all income and expenses for the orchestra's season.

Subsequent grants are dependent upon receipt of complete evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artscouncil.sd.gov

Importation of Musicians Application

Read pages 109-110 for grant guidelines and follow the steps listed under Application Procedure.

_____

Applicant Organization (Please type or print)   TIN Number

_____

Address   City/State/Zip Code   County

_____

Telephone   E-mail Address

_____

Contact Person   Daytime Phone   Evening or Message Phone

_____

Address   City/State/Zip Code   E-mail Address

Grant Application Codes (see Pages 14-17):	
Applicant Status _____	Beginning date of Season: _____
Applicant Institution _____	
Applicant Discipline _____	Ending date of Season: _____
Project Discipline _____	
Type of Activity _____	Total Importation Costs $ _____
Arts Education _____	
Project Descriptors _____	Grant Amount Requested* $ _____
Project Race _____	*No more than 50% of the total importation costs.*
Grantee Race _____	

Summary of concert season and intended use of grant funds:

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official: _____
                                      Signature & Title   Date

_____

Address   City/Town   Zip   Telephone

BUDGET AND IMPORTED MUSICIAN INFORMATION

_____

Applicant Organization

Round all amounts to the nearest dollar. If you need additional space, continue on another page.

EXPENSES	Number of Imported Musicians	Total Artist Fees	Total Travel Costs	Total Importation Expense (Artist Fees plus Travel Costs)
1. Performance				
2. Performance				
3. Performance				
4. Performance				
5. Performance				
6. Performance				
7. Performance				
8. Performance				
		Total of all Importation Expenses		

Imported Musicians List*

Name of Musician	City/Town	Instrument	Fees	Number of Services

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

* If additional space is needed, continue on another page.

Grant Application Codes

The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.

Applicant Status

Individual [01]
Organization-Nonprofit [02]
Organization-Profit [03]
Government-Federal [04]
Government-State [05]
Government-Regional [06]
Government-County [07]
Government-Municipal [08]
Government-Tribal [09]
None of the Above [99]

Applicant Institution

Performing Groups
Performing Group [03]
Performing Group –
    College/University [04]
Performing Group – Community [05]
Performing Group – Youth [06]

Venues/Presenters
Cultural Series Organization [47]
Performance Facility [07]
Art Museum [08]
Other Museum [09]
Fair/Festival [14]
Gallery/Exhibit Space [10]
Arts Center [15]
Cinema [11]

Councils/Service Groups
Arts Council/Agency [16]
Historical Society [28]
Humanities Council [29]
Arts Service Organization [17]
Union/Professional Association [18]

Media
Independent Press [12]
Literary Magazine [13]
Media – Periodical [42]
Media – Daily Newspaper [43]
Media – Weekly Newspaper [44]
Media – Radio [45]
Media – TV [46]

Education Institutions
School of the Arts [48]
Arts Camp/Institute [49]
School District [19]
Parent-Teacher Organization [20]
Elementary School [21]
Middle School [22]
Secondary School [23]
Vocational/Technical School [24]
College/University [26]
Other School [25]

Community/State Organizations
Library [27]
Parks and Recreations [37]
Social Service Organization [50]
Community Service Organization [32]
Religious Organization [35]
Child Care Provider [51]
Seniors' Center [36]
Correctional Institution [33]
Health Care Facility [34]
Foundation [30]
Corporation [31]

Individuals
Individual Artist [01]
Individual Non-Artist [02]

Government
Government – Executive [38]
Government – Judicial [39]
Government – Legislative/House [40]
Government – Legislative/Senate [41]

Other
None of the above [99]

Applicant Discipline
Project Discipline

Crafts [07]
- A   Clay
- B   Fiber
- C   Glass
- D   Leather
- E   Metal
- F   Paper
- G   Plastic
- H   Wood
- I   Mixed Media

Dance [01]
- A   Ballet
- B   Ethnic/Jazz
- C   Modern

Design Arts [06]
- A   Architecture
- B   Fashion
- C   Graphic
- D   Industrial
- E   Interior
- F   Landscape Architecture
- G   Urban/Metropolitan

Folklife/Traditional Arts [12]
- A   Folk/Traditional Dance
- B   Folk/Traditional Music
- C   Folk/Traditional Crafts & Visual Arts
- D   Oral Traditions (include folk/traditional storytelling)

Humanities [13]

Interdisciplinary [11]

Literature [10]
- A   Fiction
- B   Non-Fiction
- C   Playwriting
- D   Poetry

Media Arts [09]
- A   Film
- B   Audio
- C   Video
- D   Technology/Experimental

Multidisciplinary [14]

Music [02]
- A   Band
- B   Chamber
- C   Choral
- D   New
- E   Ethnic
- F   Jazz
- G   Popular
- H   Solo/Recital
- I   Orchestral

Opera/Musical Theater [03]
- A   Opera
- B   Musical Theater

Photography [08]

Theater [04]
- A   General
- B   Mime
- C   Puppet
- D   Theater for Young Audiences

Visual Arts [05]
- A   Experimental
- B   Graphics
- C   Painting
- D   Sculpture

Non-Arts/Non-Humanities [15]

Type of Activity

Presentation
    Concert/Performance/Reading [05]
    Exhibition [06]
    Fair/Festival [08]
Production
    Award/Fellowship [03]
    Artwork Creation [04]
Organizational Support
    Operating Support [11]
    Organization Establishment [10]
    Professional Support –
        Administrative [14]
    Professional Support – Artistic [15]
    Stabilization/Endowment/
        Challenge [32]
Teaching/Learning
    Apprenticeship [25]
    School Residency [20]
    Other Residency [21]
    Arts Instruction [12]
    Curriculum Development/
        Implementation [31]
    Student Assessment [30]
    Seminar/Conference [22]
    Technical Assistance [34]
    Professional Development/
        Training [29]

Distribution
    Distribution of Art [24]
    Publication [17]
    Web Site/Internet Development [35]
    Broadcasting [36]
Other
    Regranting [26]
    Audience Services [02]
    Research/Planning [19]
    Marketing [13]
    Building Public Awareness [33]
    Identification/Documentation [09]
    Recording/Filming/Taping [16]
    Repair/Restoration/Conservation [18]
    Equipment Acquisition [23]
    Translation [27]
    Writing About Art [28]

None of the above [99]

Arts Education

99 None of this project involves arts education

01 50% or more of this project's activities are arts education directed to:
A   K-12 students
B   Higher education students
C   Pre-kindergarten children
D   Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to:
A   K-12 students
B   Higher education students
C   Pre-kindergarten children
D   Adult learners (including teachers and artists)

Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

Accessibility [A]
International [I]
Presenting/Touring [P]
Technology [T]
Youth at Risk [Y]

Grantee Race

For INDIVIDUALS only
(Indicate all that apply)

    Asian [A]
    Black/African American [B]
    Hispanic/Latino [H]
    American Indian/Alaska Native [N]
    Native Hawaiian/Pacific Islander [P]
    White [W]

For ORGANIZATIONS only
(Select only one. **Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.**)

    Asian [A]
    Black/African American [B]
    Hispanic/Latino [H]
    American Indian/Alaska Native [N]
    Native Hawaiian/Pacific Islander [P]
    White [W]
    No single group [99]

Project Race

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Artist Documentation

Artist & Organization Guidelines

Artists and the organizations that involve artists in their applications must submit artistic documentation. Follow these guidelines and remember to include an appropriately sized, self-addressed mailer with correct postage for return of documentation.

General Information

Artistic documentation submitted for review is an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

■ Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.
■ A self-addressed, stamped mailer must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.
■ If you have any questions about the acceptability of support materials, call the Council office.

Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning of the tape; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation and community planning.

Applicants may submit either slides or jpeg digital images on a CD. DO NOT submit a combination of slides and digital images. Follow the labeling procedures listed under the Visual Arts documentation section on page 10. Documentation may consist of drawings or proposals not yet realized as well as work that has been produced. Provide information describing the project(s) and the applicant's artistic role.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Traditional Arts

Traditional arts are artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family and regional. Expressing aesthetics of a group or community, traditional arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama and ritual. Traditional arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Traditional arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular traditional art.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Literature

Literature includes poetry, fiction and creative non-fiction, plays and screenplays.

Submit all material on 8 1/2" x 11" paper. Number the pages of your work samples in the upper right-hand corner and paper clip each copy. Use a readable, 10 point or larger font for all submissions. Prose selections must be double spaced.

Applicants must submit clearly reproduced and properly collated manuscript material. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page.

Poetry
Submit one copy of representative poems, or one narrative poem (or section of narrative poem) not to exceed 15 pages.

Prose
Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Up to five pages of additional supporting documentation including but not limited to CD, audio cassette, printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Media Arts

Media Arts include film, video and audio, but not photography, holography or digital art, which are referred to the Visual Arts Panel.

Applicants may submit no more than two works on videotape (VHS only), CD, DVD, or audio cassette. An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work. Please indicate if a video has sound.

Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

Performance
Submit a 10-15 minute sample of your work or performance on a videotape (VHS only), CD, DVD or audio cassette. Clearly label the submission with the name of performers, instruments (voice or otherwise) name of works and composers,

duration of the piece and date of taping and/or composition. **If you submit a CD or DVD, be sure to indicate the track that is to be played. VHS and cassette tapes should include only the sample video or audio clip.** Call the SDAC office if you have questions about your performance sample.

Composition
In addition to an audio or video tape (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated, and include date of composition. When possible, provide scores to accompany submitted audio or video samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Theater

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater and theater for young audiences.

Applicants must submit a VHS video tape or DVD, 10-15 minutes in length, clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Visual Arts

Visual Arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media. Applicants may submit 10 JPG digital images (preferred) or 10 slides in a 9"x12" plastic sheet with each slide in its own pocket.

Digital images must be:
1. a JPG file.
2. 150 ppi or 300 ppi, (5" X 7").
3. formatted to open in the correct orientation (vertical or horizontal and right side up).
4. saved at the highest quality available on your software on a PC formatted CD.
5. saved and numbered in the viewing order you intend. (If you have detail images, keep them in sequence with the image of the complete work.)
6. labeled with applicant's lastname, firstname, and the image number; e.g. DoeJane1.jpg, DoeJane2.jpg etc. (Numbers on the application's Artistic Documentation Form should coincide with the image numbers.)
7. If possible, preview your images on a different computer once they are saved to the CD to make sure the images open and appear as you intend. Images that do not open or are improperly formatted will not be viewed.

Slides should be:
1. numbered and labeled on the front of each slide in the order you intend them to be viewed. (If you have detail images, keep them in sequence with the image of the complete work.)
2. labeled with applicant's name, the title of the work, and the viewing order number and marked to indicate the top of the slide. (See diagram on next page.)
3. listed on the application's Artistic Documentation Form (grant page 3). (Numbers on the Documentation Form page should coincide with the slide numbers.)
4. Submit both the slides and the Artistic Documentation Form page with the application.

Identify the images or the slides on the application Artistic Documentation Form page with the number, title, medium, size or scale, and date of completion for each corresponding image or slide. Proper labeling ensures that your artistic documentation will be properly viewed.

NOTE: Your slides should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit slides portraying a wide diversity of styles. Be sure your slides are properly labeled and legible.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Follow the diagram below to label slides.

Name
Title   ↑

Medium   No.